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**Position: Unaccompanied Children Program Case Manager**

**Department:** Refugee Services

**Reports To:** Micaela Schuneman, Director of Refugee Services

**FLSA Status:** 0.5 FTE, Non-exempt

**Description:**

The Unaccompanied Children program provides direct service to non-U.S. citizen children under the age of 18 who have been apprehended at the U.S. border and are reuniting with sponsors (family members or friends) in Minnesota, North Dakota, or South Dakota. The case manager will conduct safety assessments of the sponsor's home, assist with enrollment in school, and connect the child to services including mental health counseling, medical clinics, and legal representation.

**Duties:**

- Provide direct services to approximately 15 unaccompanied children per year; services include but are not limited to intake, safety and needs assessment, case management, informal emotional support, transportation, assistance with referrals for housing, food, medical, legal, mental health and other community resources related to basic needs.
- Participate in the maintenance and development of the program through monthly calls, meetings, and written reports.
- Travel to meet with clients throughout Minnesota, North Dakota, and South Dakota.
- Maintain organized files and timely, detailed case notes and client reports.
- Participate in annual Festival of Nations.
- Other duties as assigned.

**Experience and Qualifications:**

- Commitment to the human rights and general welfare of refugees and immigrants.
- Must be capable of working in a fast-paced, multicultural office environment, take initiative, and be able to handle and prioritize multiple assignments at once.
- Must clear background check.
- Must have valid driver's license, insurance, and own car. Must be willing to transport clients in your vehicle.
- Bachelor's of Social Work degree and appropriate licensure level from the Minnesota Board of Social Work required.
- Bilingual in Spanish and English required.
- Must have flexible schedule and be willing to travel out of state when needed.
- Experience in child welfare, family preservation, foster care/adoption, or a related field.
- Experience with direct client services (i.e. case management or advocacy).
- Strong ability to respond to and manage crisis situations with clients. Knowledge of the dynamics of trauma and trauma-informed care.
- Knowledge of different systems and how they impact clients (such as criminal justice systems, immigration and refugee systems, health and human services) preferred.
- Strong written and verbal communication skills.

**To apply:** Submit cover letter and resume to Micaela Schuneman via email ([mschuneman@iimn.org](mailto:mschuneman@iimn.org)). *No phone calls or walk-ins please.* Position is open until filled.